

DIVISION OF HEALTH SERVICES REGULATION
BOARD OF SOCIAL WORK EXAMINERS

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

December 17, 2015
9:00 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Connie Gallo, LCSW
Ronda Jones, MSW, QRC
Kimberly Perry, LICSW
Dr. Mary Ann Shallcross-Smith

BOARD MEMBERS NOT IN ATTENDANCE

Lynn Finocchiaro, LICSW
Barry Noel, LCSW
Sandra Munroe Wunschel, LICSW

STAFF MEMBERS IN ATTENDANCE

Sarah Harrigan, Chief of the Center for Professional Boards and Commissions*
Arlene Hartwell, Board Manager
Jane Morgan, Chief Legal Counsel*

*Sarah Harrigan arrived at 9:33 AM and departed at 9:40 AM

*Jane Morgan arrived at 9:38 AM and departed at 10:43 AM

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Social Work Examiners was held on Thursday, December 17, 2015 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:28 AM on a motion by Ronda Jones and seconded by Kimberly Perry. Motion carried.

2. Old Business

- Sarah Harrigan arrived to inform the board that Jane Morgan would be delayed. Sarah explained the investigative policy to board members. Jane Morgan arrived and board members not involved in the investigation of a previous case left the room at 9:40 AM. Jane met with the two board members who had investigated the case. Jane stated that the way the case had been investigated was flawed and she explained that there should have been a departmental investigative analysis prior to board members receiving the case. Board investigators agreed with a proposal for Jane to contact the licensees' attorney to request an appearance before the board and to recommend supervision in four areas specified by the board investigators as areas of concern. Other board members returned to the room at 10:14 AM to conduct board business.

3. Presentation of the August 13, 2015 Open Session Meeting Minutes

Motion was made by Mary Ann Shallcross-Smith and seconded by Connie Gallo to accept the Open Session minutes of August 13, 2015. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

4. Board Manager Report

On a motion by Kimberly Perry and seconded by Mary Ann Shallcross-Smith, board members voted unanimously to authorize the board manager to approve applications for licensure if it is clear that all qualifications have been met. If

there is any question, the board manager is to bring the application to the board for review.

5. New Business

- Arlene Hartwell notified the board that the cost to obtain the Model Code of Ethics from the Federation of Associations of Regulatory Boards is \$50.00.

6. Motion to adjourn to Closed Session

Motion was made by Kimberly Perry and seconded by Mary Ann Shallcross-Smith to adjourn to Closed Session at 10:20 AM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

7. Motion to return to Open Session

Motion was made by Connie Gallo and seconded by Ronda Jones at 11:35 AM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Final Actions on all votes taken in Closed Session

- The board reviewed one application and proposed action on three cases. One case was tabled for the next meeting.

9. Adjournment

The next Board of Social Work Examiners meeting will be held on Thursday, February 25, 2015 at 9:00 AM the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Ronda Jones and seconded by Kimberly Perry to adjourn at 11:37 AM. Motion carried.

Respectfully Submitted

A handwritten signature in cursive script that reads "Arlene Hartwell".

Arlene Hartwell
Board Manager
Center for Professional Boards and Commissions